

Part-time Library Assistant – Kinderhook Memorial Library

The Kinderhook Memorial Library is seeking a part-time Library Assistant to join our team. This position involves performing routine library clerical duties necessary for the proper organization and providing direct service to the public. Library Assistants are responsible for:

- Routine circulation processes, such as checking items in/out and placing holds
- Issuing cards for new patrons
- Helping patrons locate materials, either in our library or through the online catalog
- Maintaining the appearance of our collection through regular shelf reading

Required Skills and Abilities

This position requires strong interpersonal skills, particularly tact and courtesy in dealing with the public and coworkers, a working knowledge of general office procedures, a commitment to sustainable workplace and professional practices, the ability to understand and follow oral and written instructions, and a positive work attitude.

Hours & Benefits

12-16 hours per week to start; primarily evenings and one weekend per month.
\$17.62/hour. Flexibility with schedules and one week of PTO to start, as well as paid holidays, and access to a retirement plan.

Minimum Qualifications

- Possession of a high school or equivalency diploma. Bachelor's Degree preferred.
- Experience using computers for internet, finding information, and various software applications including word processing.
- Bilingual and multilingual candidates are strongly encouraged to apply.

Interested applicants should email a copy of their resume and cover letter to director@kinderhooklibrary.org. Review of applicants will begin immediately, and the position will remain open until filled.

The Kinderhook Memorial Library is an equal opportunity employer. Our policy is to recruit, hire, promote, and compensate without regard to race, age, religion, gender, national origin, creed, handicap, color, sexual orientation, or familial status.